

For more information about employment options  
call your Support Coordinator or contact

Your local regional office



Missouri Department of Mental Health  
DIVISION OF DEVELOPMENTAL DISABILITIES

# ***LET'S WORK!***



***A GUIDE TO UNDERSTANDING  
EMPLOYMENT OPTIONS AND  
RESOURCES FOR INDIVIDUALS  
AND FAMILIES***

**Albany RO**

660-726-5246

800-560-8774

**Poplar Bluff RO**

573-840-9300

800-497-4214

**Central Missouri RO**

573-882-9835

888-671-1041

**Rolla RO**

573-368-2200

800-828-7604

**Hannibal RO**

573-248-2400

800-811-1128

**Sikeston RO**

573-472-5300

800-497-4647

**Joplin RO**

417-629-3020

888-549-6634

**Springfield RO**

417-895-7400

888-549-6635

**Kansas City RO**

816-889-3400

800-454-2331

**St. Louis County RO**

314-587-4800

800-374-6458

**Kirksville RO**

660-785-2500

800-621-6082

**St. Louis Tri-County RO**

314-244-8800

800-358-7665

## Mission

To expand the Division of Developmental Disabilities system for people to have increased community integrated employment options.

## Vision

Employment is a viable option for all people with developmental disabilities.

## Beliefs

- People who want to work can work
- People that are of working age are expected to work
- People have the right to achieve their career goals
- People should earn prevailing wage
- People should have the opportunity to realize economic self-sufficiency

**Responsibility** Job seekers have the responsibility to spend employment funding and resources wisely, and to contribute to the community and the employment process.



**Confirmation** Job seekers should help improve the human services system. Examples include providing feedback on their experiences or acting as mentors to other

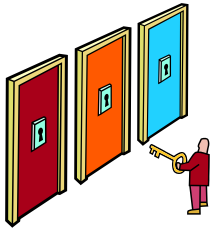
**Self-Determination** means that individuals are the primary decision makers in their lives, pursue what is important to them and have a meaningful role in the community.

## Applying the Principles of Self-Determination to Employment

**Freedom** Job seekers must understand that they are free to find meaningful jobs. They have the freedom to choose services and providers to help find and keep a job. They have the freedom to choose assistance when needed.



**Authority** Job seekers should have the ability and power to control how financial resources are spent on their behalf, including dollars for employment services.



**Support** Job seekers should be able to choose their support systems. This may include supports from varying agencies, organizations, and systems; family and friends; school personnel; or perhaps no one.



## What is Work?

Working is when you get paid to do a job. Most people choose to work.

## Why Work?

- To earn money to pay your bills and buy what you want.
- To be able to go out and have fun.
- To be more independent.
- To meet people and make friends.
- To be a valued part of your community.
- To show your talents and gain respect.



## **But I receive benefits?**

## **What is Volunteering?**

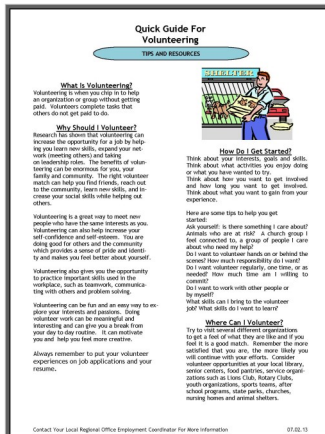
Some people choose to volunteer. Volunteering is when you help an organization or group without getting paid. Volunteers complete tasks that others do not get paid to do.

## **Why Volunteer?**

Volunteering may be a good way to learn work skills that and lead to employment. It may also be a way to meet people and help others.

## **Getting Involved**

Find out more about volunteering:



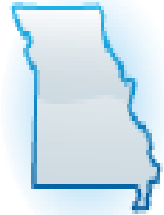
*Volunteering Tip Sheet:*

<http://dmh.mo.gov/docs/dd/Volunteering.pdf>

Many people worry about their health insurance (Medicaid/Medicare) and other government benefits (SSI, SSDI) being effected if they find a job. You need to know there are many programs that help you manage your benefits and make it possible for you to work.

## **Disability Benefits 101**

working with a disability in Missouri



A webpage called DB 101 can help you understand how work will affect your benefits.

<http://mo.db101.org/>

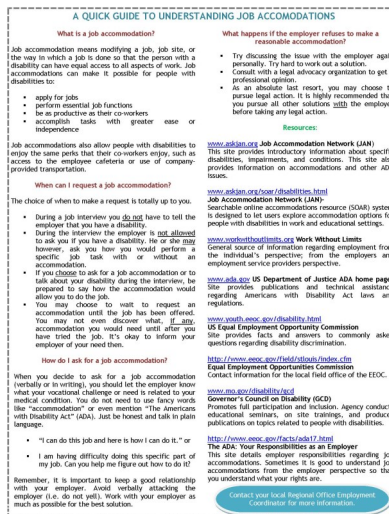
For more information ask your

Support Coordinator or the  
Youth Transition Employment Resource

Coordinator  
at your regional office.

# What is a job accommodation?

A job accommodation is modifying a job, job site, or tasks of the job so you are able to have the same opportunities as everyone else has to do the job. It will make it possible for you to apply for a job, perform a task with as much independence as possible, and to be as productive as your co-workers. Sometimes people may need an accommodation in order to do a job.



Find out more about job accommodations:

Job Accommodation Tip Sheet:

<http://dmh.mo.gov/docs/dd/factaccomodations.pdf>

# Types of Employment

**Working for someone else:** Most people choose to work for a business or another individual. If you do this you will have a boss. You might work full or part time, depending on what your boss needs.

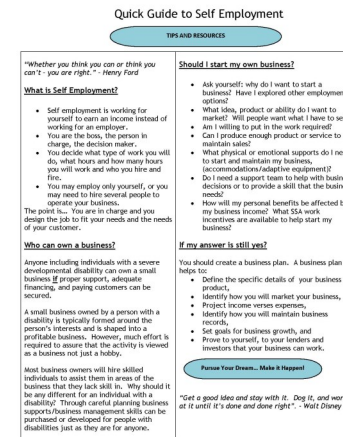


OR



**Working for yourself:** Many people think that a job means you work for someone. Another way to have a job is to work for yourself and be your own boss. This is called "self-employment" or "micro-enterprise." If you are self employed you set your own hours.

Find out more about self-employment:



<http://dmh.mo.gov/docs/dd/factsselfemploy.pdf>



## Getting Started

Begin to Plan: Work with people who know you the best and who will help you think about your work goals and how to get there.

People who can help are family, friends, support staff, support coordinators and teachers.



## CAN I GET HELP ONCE I START WORKING?

Yes, some people have a Job Coach to help them at work.

A Job Coach can provide you with the support you need to perform your best at work. There are lots of ways a job coach can help. Job coaches can:

- Train you on the skills needed for the job.
- Help you work with supervisors and co-workers.
- Help you know what's expected of you on the job.
- Help you if the work becomes too difficult, or other problems arise that might affect your work.
- Help by working with your employer to teach him (or her) how to provide you with any support you may need.



## What is the Division of Vocational Rehabilitation (VR)?



VR is an agency that specializes in employment and training services that can assist you in becoming employed. A VR counselor will determine your eligibility for services.

## What is a Career Center?

Missouri Career Centers are located throughout the state and staff there can assist you in focusing on career goals, writing resumes and finding a job. Career Centers offer free trainings and workshops.



Find out more about these agencies:

*Vocational Rehabilitation:*

<http://dese.mo.gov/vr/vocrehab.htm>

*Missouri Career Center:*

<http://jobs.mo.gov/>

## Some Things to Think About:

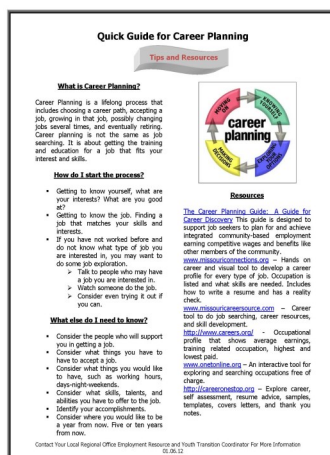
- What hours do you want to work? Day or Night time? Weekends or weekdays?
- How many hours do you want to work each day? Each week or month?
- How will you get to work? Car? Bus? This will help you decide how far away from home you can work.
- What working conditions are you looking for? Formal? Laid back? Outdoors, indoors?



## What is a Career Plan?

- You develop a career plan by thinking about what you like and don't like, what you are good at and when and where you are at your best. You use this information to write an employment goal. The plan will also include who will help you and how they will help you.
- Take your plan with you when you talk to people like your vocational rehabilitation counselor about finding a job .
- A good career plan puts YOU in charge of your job search.

Find out more about career planning:



<http://dmh.mo.gov/docs/dd/factplg.pdf>

## What if I need more help?

- Ask your family and friends to help you look for a job. Most people find a job through someone they know. Having connections is important and can often lead to a job.
- Look online for job fairs and attend! Go prepared and dress professionally.
- Go to your local Career Center. They offer trainings/workshops and help with your job search.
- Call your local Vocational Rehabilitation office. Schedule an appointment.
- Ask your Support Coordinator for additional resources in your community. It is important to find out about available supports in your area.





## What is a Resume?

A resume is something you have created about you. It also includes where you live, went to school and have worked or volunteered.

## What's the difference between an application and resume?



An employment application is a form (either paper or online) that you complete to be considered for a certain job. A resume is a document written by you to present your background and skills to a potential employer. You may have more than one resume, depending on the job you are applying for.

## How to apply for a job?

When you apply for a job you fill out an application or sometimes turn in a resume in hopes of getting the job.

## What is an application?

An application is something you get from the business that asks about you and your skills. An application will include where you live, went to school and have worked or volunteered. There are lines to fill in your answers.

A sample job application form titled "JOB APPLICATION FORM". It includes instructions to complete the form accurately and to type or print out and complete the form in block capitals. The form has fields for "POSITION APPLIED FOR:", "Job title:", and "Department/Region:". The form is shown on a keyboard background.